DoD VPP CX

Development, Validation, Implementation and Enhancement of a Voluntary Protection Programs Center of Excellence (VPP CX)

Capability for Department of Defense (DoD)

eVPP Tool

DoD Lead Agent:
Office of the Assistant Secretary of the Army (Installations and Environment)

Department of Defense Voluntary Protection Programs Center of Excellence

Operated by:

CTC Concurrent Technologies Corporation

Objectives

After this training you will be able to:

- Define the key areas of the eVPP tool
- Understand the eVPP capabilities in supporting implementation efforts
- Provide Leadership support to users of the eVPP tool
- View a Live Demo of the eVPP too

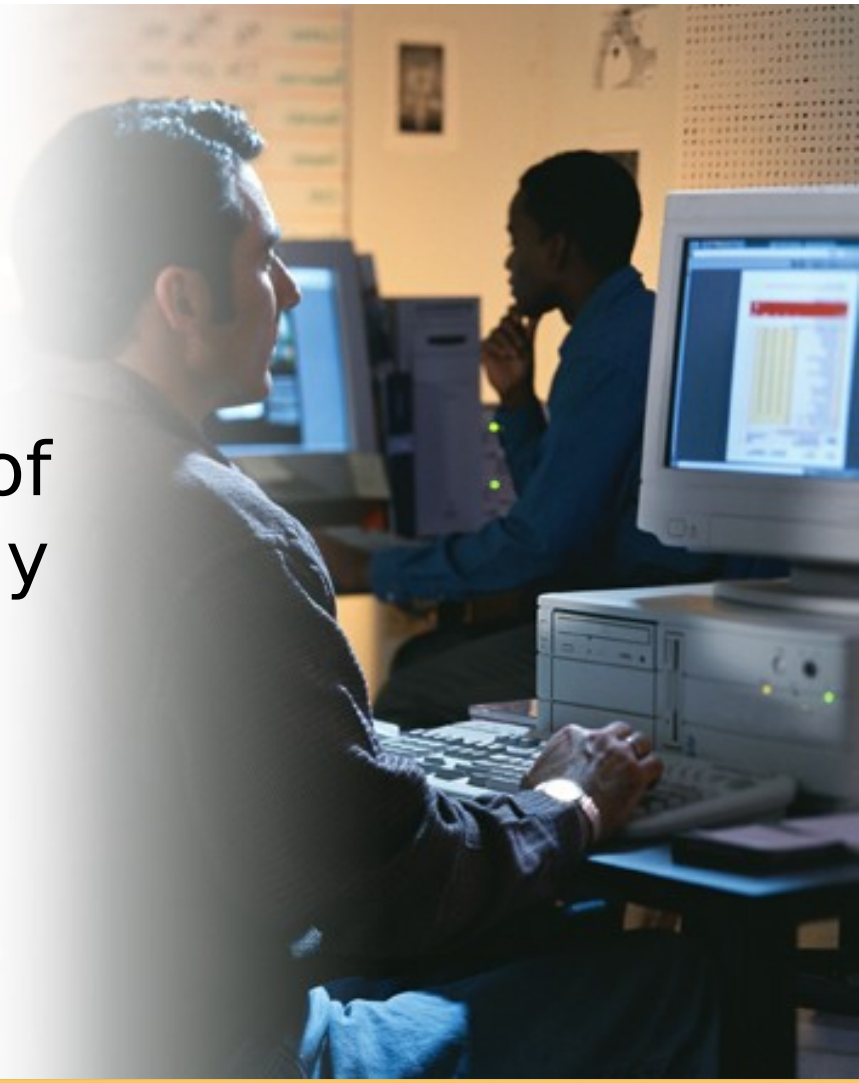
Management Leadership & Employee Involvement
Safety and Health Training
Work Site Analysis
Hazard Prevention And Control

Tool Overview

- The eVPP tool is aligned to the four major Occupational Safety and Health Association (OSHA) VPP elements which are:
  - Management Leadership and Employee Involvement
  - Work Site Analysis
  - Hazard Prevention and Control
  - Safety and Health Training.

Tool Overview

- Each major element contains sub-elements mapped to the requisite OSHA VPP elements
- Tool is an enhancement of the Department of Energy (DOE) electronic tool
- Use of the eVPP tool is optional, but highly recommended.

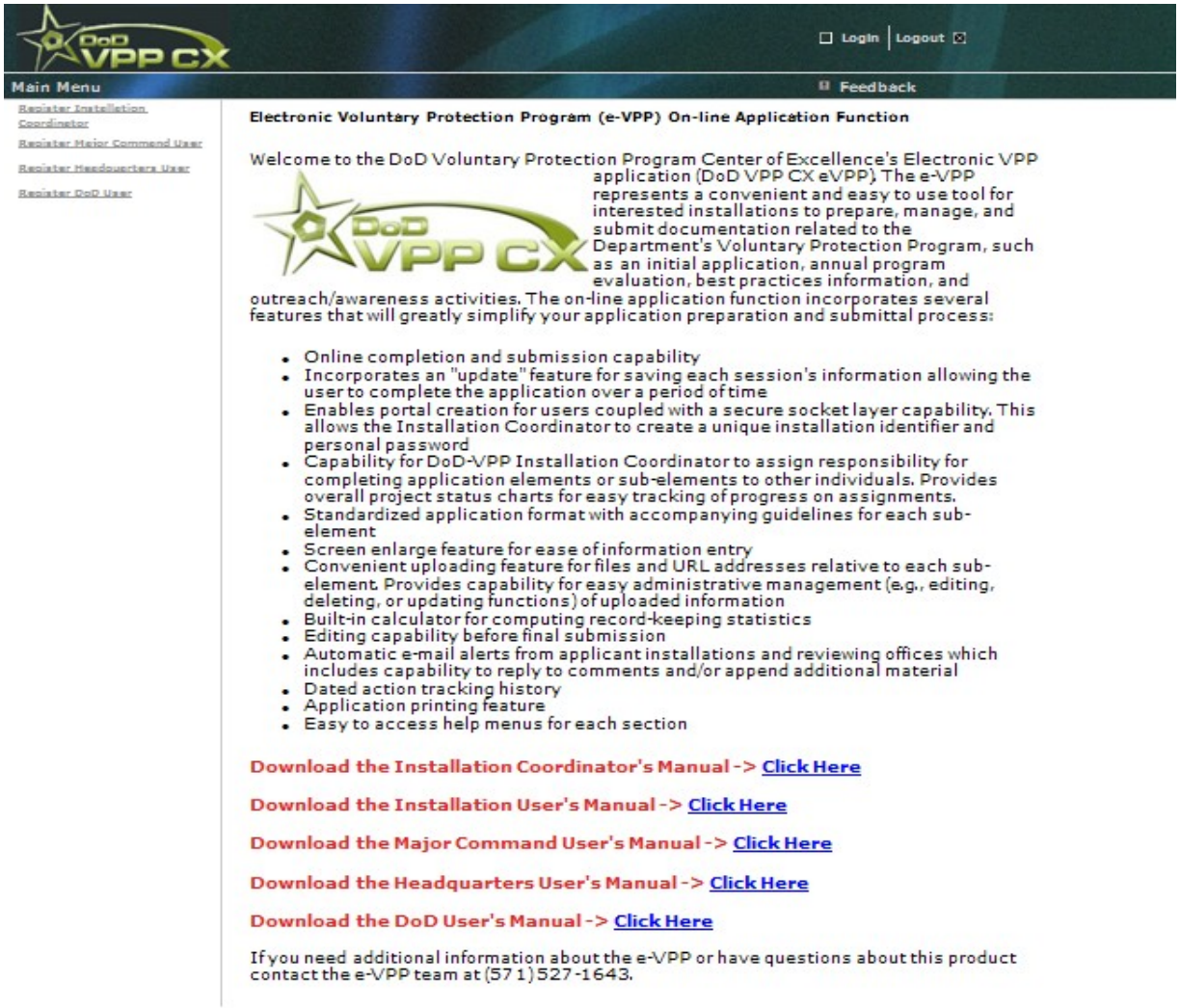


Application Overview

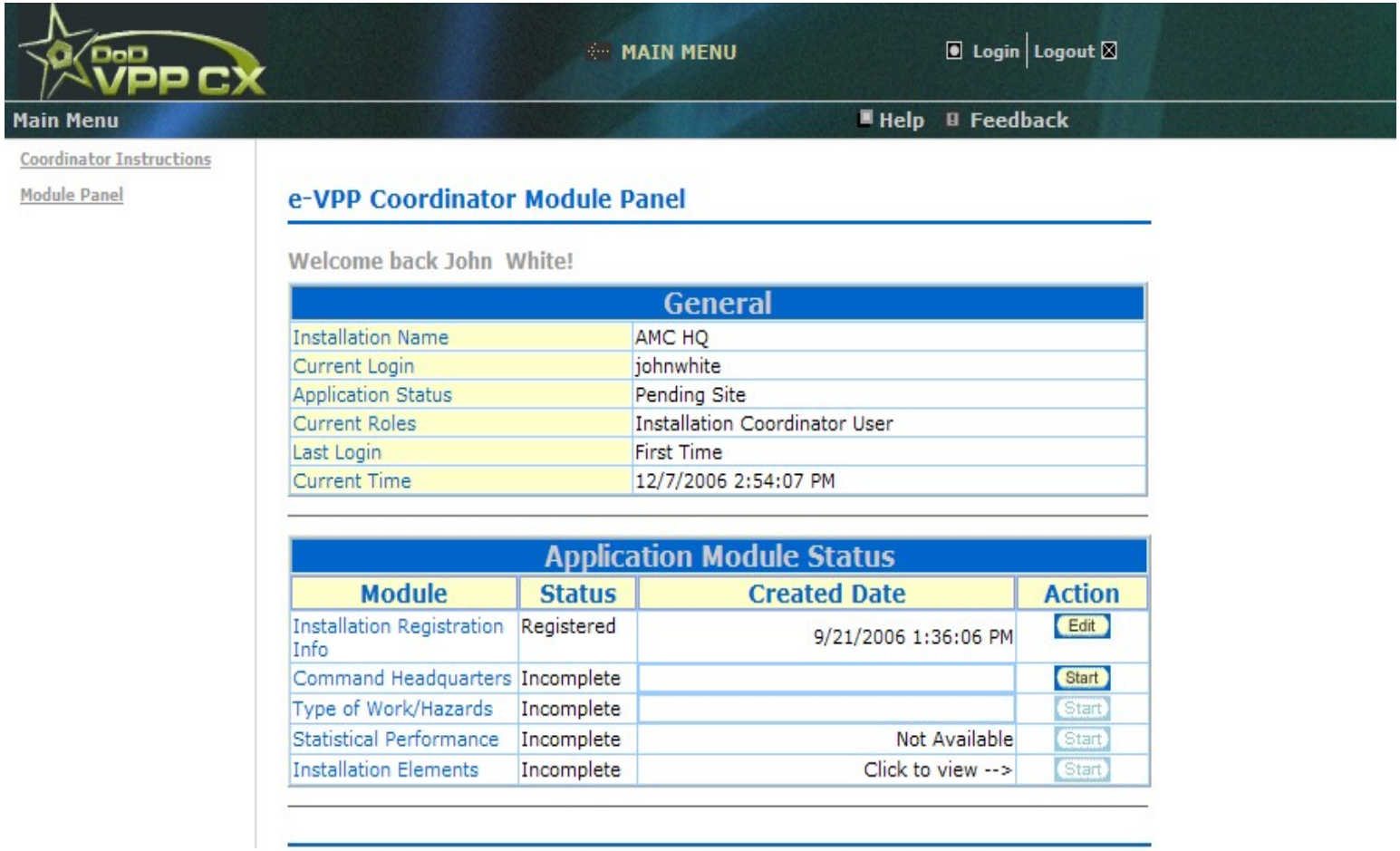
- Each Installation User will complete assigned sub-elements
- Users will notify the Installation Coordinator upon completion
- Installation Coordinator will mark sub-elements complete
- Upon completion of all the sub-elements the Installation Coordinator submits the application for review.

Tool Overview

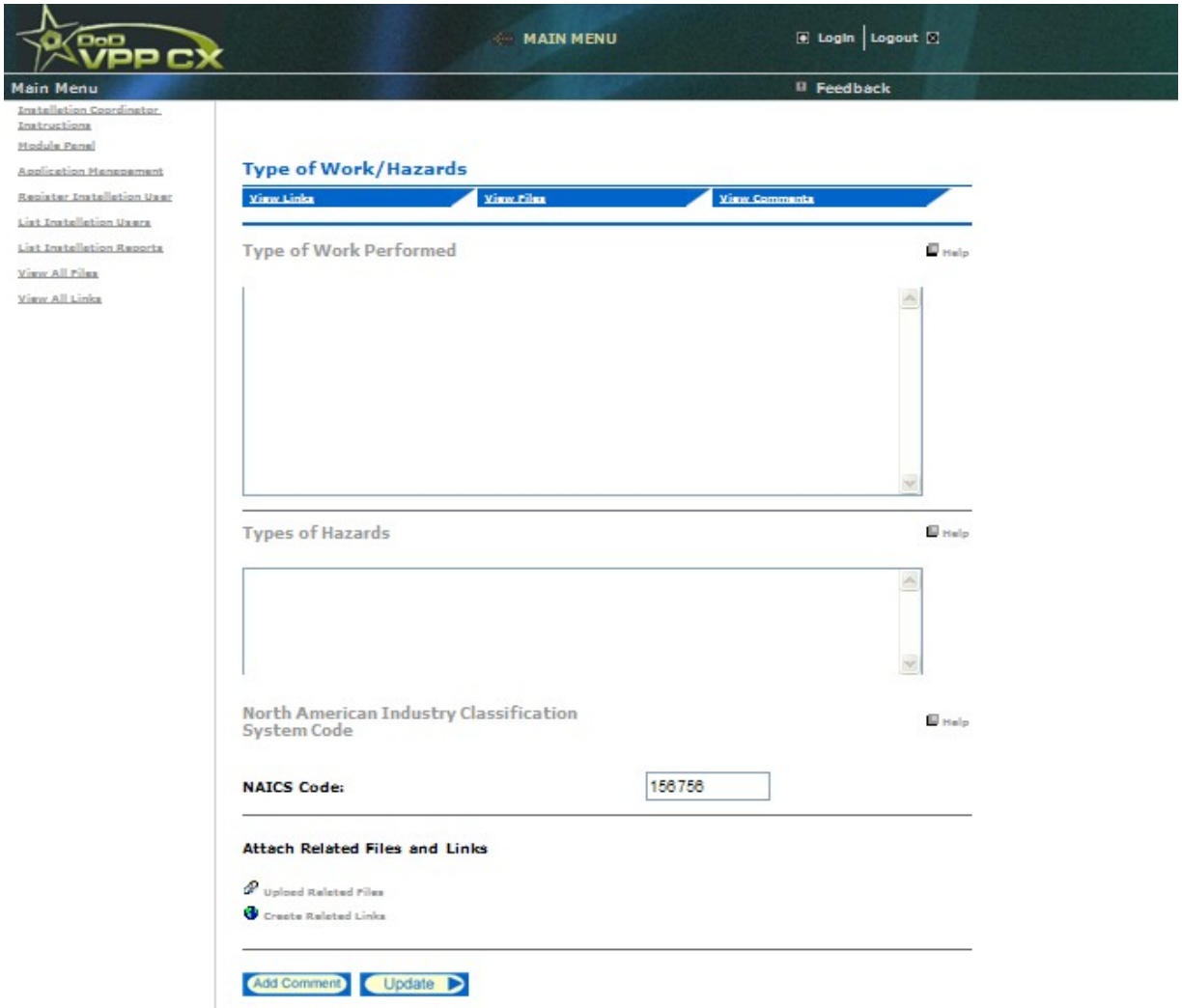
Accessing the e-VPP Tool


DoD VPP CX
Login | Logout
Main Menu
Feedback
Register Installation Coordinator
Register Major Command User
Register Headquarters User
Register DoD User
Electronic Voluntary Protection Program (e-VPP) On-line Application Function
Welcome to the DoD Voluntary Protection Program Center of Excellence's Electronic VPP application (DoD VPP CX eVPP). The e-VPP represents a convenient and easy to use tool for interested installations to prepare, manage, and submit documentation related to the Department's Voluntary Protection Program, such as an initial application, annual program evaluation, best practices information, and outreach/awareness activities. The on-line application function incorporates several features that will greatly simplify your application preparation and submittal process:
Online completion and submission capability
Incorporates an "update" feature for saving each session's information allowing the user to complete the application over a period of time
Enables portal creation for users coupled with a secure socket layer capability. This allows the Installation Coordinator to create a unique installation identifier and personal password
Capability for DoD-VPP Installation Coordinator to assign responsibility for completing application elements or sub-elements to other individuals. Provides overall project status charts for easy tracking of progress on assignments.
Standardized application format with accompanying guidelines for each sub-element
Screen enlarge feature for ease of information entry
Convenient uploading feature for files and URL addresses relative to each sub-element. Provides capability for easy administrative management (e.g., editing, deleting, or updating functions) of uploaded information
Built-in calculator for computing record-keeping statistics
Editing capability before final submission
Automatic e-mail alerts from applicant installations and reviewing offices which includes capability to reply to comments and/or append additional material
Dated action tracking history
Application printing feature
Easy to access help menus for each section
Download the Installation Coordinator's Manual -> Click Here
Download the Installation User's Manual -> Click Here
Download the Major Command User's Manual -> Click Here
Download the Headquarters User's Manual -> Click Here
Download the DoD User's Manual -> Click Here
If you need additional information about the e-VPP or have questions about this product contact the e-VPP team at (571) 527-1643.

Tool Navigation



Site Profile Information



Application Management

Application Management

e-VPP Application Management

49th Fighter Wing						
Sub-Elements Tracking						
Management Leadership and Employee Involvement						
Sub-Element	Assigned To	Last Modified	Installation	Major Command	HQ	DoD
Management Commitment to Safety and Health Protection	Not Assigned		X	X	X	X
VPP Commitment	Not Assigned		X	X	X	X
Planning	Not Assigned		X	X	X	X
Safety and Health Management System	Not Assigned		X	X	X	X
Top Management Leadership	Not Assigned		X	X	X	X
Employee Involvement	Not Assigned		X	X	X	X
Contract Worker Coverage	Not Assigned		X	X	X	X
Safety and Health Program Evaluation	Not Assigned		X	X	X	X
Union Statement	Not Assigned		X	X	X	X
Management Statement	Not Assigned		X	X	X	X
Worksite Analysis						
Sub-Element	Assigned To	Last Modified	Installation	Major Command	HQ	DoD
Baseline Safety Hazard Analysis	Not Assigned		X	X	X	X
Industrial Hygiene	Not Assigned		X	X	X	X
Hazard Analysis of Routine Jobs-Tasks-Processes	Not Assigned		X	X	X	X
Self-Inspections	Not Assigned		X	X	X	X
Employee Reports of Hazards	Not Assigned		X	X	X	X
Accident and Incident Investigations	Not Assigned		X	X	X	X
Trend Analysis	Not Assigned		X	X	X	X

Application Management

Hazard Prevention and Control						
Sub-Element	Assigned To	Last Modified	Installation	Major Command	HQ	DoD
Hazard Elimination and Control	Not Assigned		X	X	X	X
Hazard Control Programs	Not Assigned		X	X	X	X
Occupational Health Care Program	Not Assigned		X	X	X	X
Preventive/Predictive Maintenance	Not Assigned		X	X	X	X
Tracking of Hazard Correction	Not Assigned		X	X	X	X
Emergency Preparedness and Response	Not Assigned		X	X	X	X
Safety and Health Training						
Sub-Element	Assigned To	Last Modified	Installation	Major Command	HQ	DoD
Safety and Health Training	Not Assigned		X	X	X	X
Safety and Health Staff	Not Assigned		X	X	X	X
General Training	Not Assigned		X	X	X	X
Contractor Training	Not Assigned		X	X	X	X
Managers and Supervisors	Not Assigned		X	X	X	X

Sub Element Management

e-VPP 4th BCT Welcome Page

Welcome back b rl

General	
Installation Name	4th BCT
Current Login	brogers3
App Status	In Progress Site
Current Roles	Installation User
Last Login	1/12/2007 5:20:29 PM
Current Time	3/9/2007 4:56:42 PM

Sub-Elements Assigned to Me

Sub-Element	Assigned To	Last Modified	Installation User	Installation Coordinator	Major Command	HQ	DoD
Management Commitment to Safety and Health Protection	b r	1/7/2007 5:02:20 PM	✗	✓	✗	✗	✗

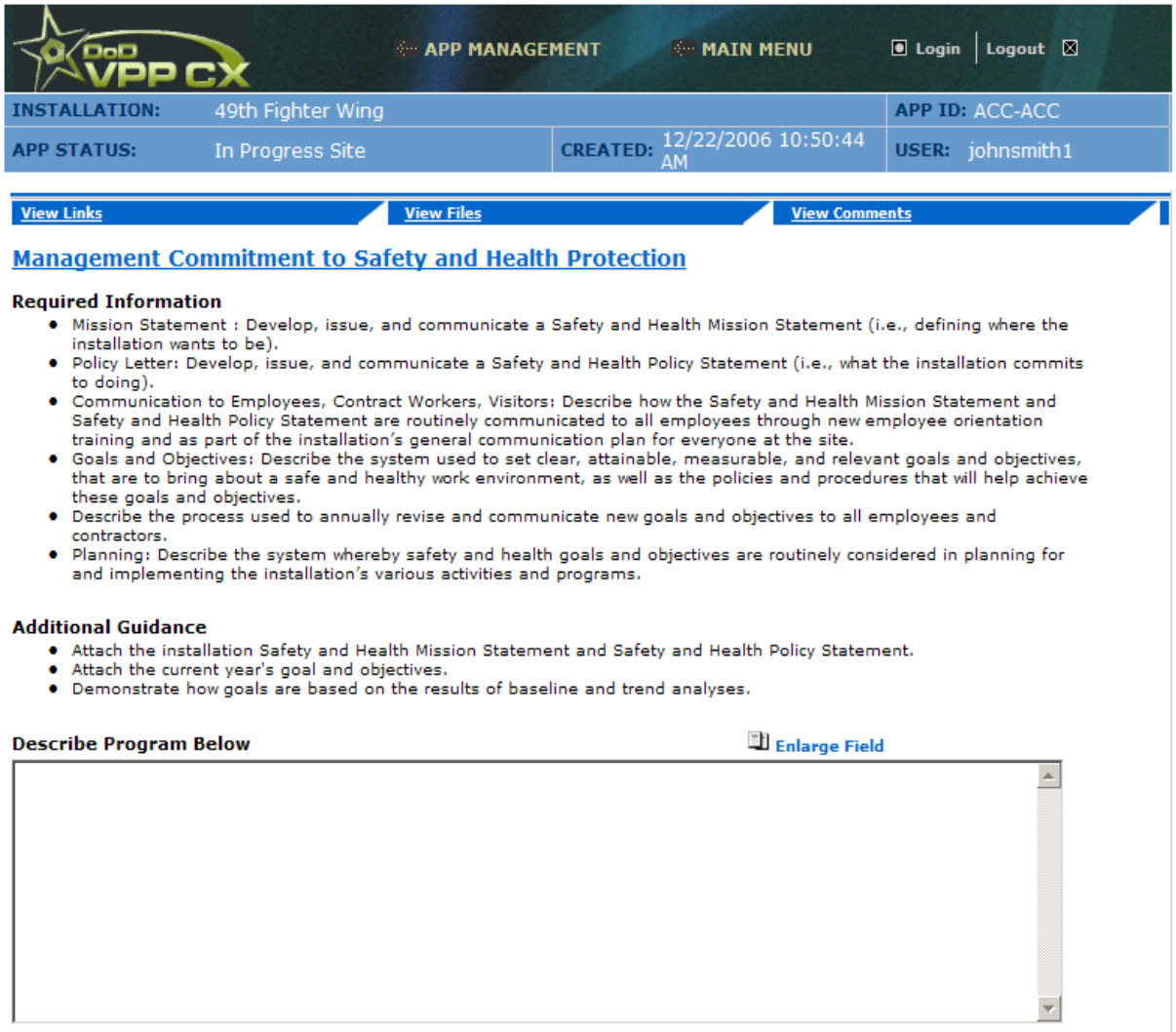
Other Sub-Elements

Sub-Element	Assigned To	Last Modified	Installation User	Installation Coordinator	Major Command	HQ	DoD
Accident and Incident Investigations	Not Assigned		✗	✗	✗	✗	✗
Baseline Safety Hazard Analysis	Not Assigned		✗	✗	✗	✗	✗
Contract Worker Coverage	Not Assigned		✗	✗	✗	✗	✗
Contractor Training	Not Assigned		✗	✗	✗	✗	✗
Emergency Preparedness and Response	Not Assigned		✗	✗	✗	✗	✗
Employee Involvement	Not Assigned		✗	✗	✗	✗	✗
Employee Reports of Hazards	Not Assigned		✗	✗	✗	✗	✗
General Training	Not Assigned		✗	✗	✗	✗	✗
Hazard Analysis of Routine Jobs-Tasks-Processes	Not Assigned		✗	✗	✗	✗	✗
Hazard Control Programs	Not Assigned		✗	✗	✗	✗	✗
Hazard Elimination and Control	Not Assigned		✗	✗	✗	✗	✗
Industrial Hygiene	Not Assigned		✗	✗	✗	✗	✗
Management Statement	Not Assigned		✗	✗	✗	✗	✗
Managers and Supervisors	Not Assigned		✗	✗	✗	✗	✗
Occupational Health Care Program	Not Assigned		✗	✗	✗	✗	✗
Planning	Not Assigned		✗	✗	✗	✗	✗
Preventive/Predictive Maintenance	Not Assigned		✗	✗	✗	✗	✗
Safety and Health Management System	Not Assigned		✗	✗	✗	✗	✗
Safety and Health Program Evaluation	Not Assigned		✗	✗	✗	✗	✗
Safety and Health Staff	Not Assigned		✗	✗	✗	✗	✗
Safety and Health Training	Not Assigned		✗	✗	✗	✗	✗
Self-Inspections	Not Assigned		✗	✗	✗	✗	✗
Top Management Leadership	Not Assigned		✗	✗	✗	✗	✗
Tracking of Hazard Correction	Not Assigned		✗	✗	✗	✗	✗
Trend Analysis	Not Assigned		✗	✗	✗	✗	✗
Union Statement	Not Assigned		✗	✗	✗	✗	✗
VPP Commitment	Not Assigned		✗	✗	✗	✗	✗

Application Guidance

Progress Monitoring and Guidance

Application Guidance


DoD VPP CX
APP MANAGEMENT
MAIN MENU
Login
Logout
INSTALLATION: 49th Fighter Wing
APP ID: ACC-ACC
APP STATUS: In Progress Site
CREATED: 12/22/2006 10:50:44 AM
USER: johnsmith1
View Links
View Files
View Comments
Management Commitment to Safety and Health Protection
Required Information
Mission Statement : Develop, issue, and communicate a Safety and Health Mission Statement (i.e., defining where the installation wants to be).
Policy Letter: Develop, issue, and communicate a Safety and Health Policy Statement (i.e., what the installation commits to doing).
Communication to Employees, Contract Workers, Visitors: Describe how the Safety and Health Mission Statement and Safety and Health Policy Statement are routinely communicated to all employees through new employee orientation training and as part of the installation's general communication plan for everyone at the site.
Goals and Objectives: Describe the system used to set clear, attainable, measurable, and relevant goals and objectives, that are to bring about a safe and healthy work environment, as well as the policies and procedures that will help achieve these goals and objectives.
Describe the process used to annually revise and communicate new goals and objectives to all employees and contractors.
Planning: Describe the system whereby safety and health goals and objectives are routinely considered in planning for and implementing the installation's various activities and programs.
Additional Guidance
Attach the installation Safety and Health Mission Statement and Safety and Health Policy Statement.
Attach the current year's goal and objectives.
Demonstrate how goals are based on the results of baseline and trend analyses.
Describe Program Below
Enlarge Field

Approval Management Screen

Sub-Element	Assigned To	Last Modified	Installation	Major Command	HQ	DoD
Hazard Elimination and Control	Inst User	1/4/2007 3:18:17 PM	✔	X	X	X
Hazard Control Programs	Inst User	1/4/2007 3:18:22 PM	✔	X	X	X
Occupational Health Care Program	Inst User	1/4/2007 3:18:27 PM	✔	X	X	X
Preventive/Predictive Maintenance	Inst User	1/4/2007 3:18:32 PM	✔	X	X	X
Tracking of Hazard Correction	Inst User	1/4/2007 3:18:38 PM	✔	X	X	X
Emergency Preparedness and Response	Inst User	1/4/2007 3:18:44 PM	✔	X	X	X
Safety and Health Training						
Sub-Element	Assigned To	Last Modified	Installation	Major Command	HQ	DoD
Safety and Health Training	Inst User	1/4/2007 3:18:49 PM	✔	X	X	X
Safety and Health Staff	Inst User	1/4/2007 3:18:53 PM	✔	X	X	X
General Training	Inst User	1/4/2007 3:18:58 PM	✔	X	X	X
Contractor Training	Inst User	1/4/2007 3:19:04 PM	✔	X	X	X
Managers and Supervisors	Inst User	1/4/2007 3:19:08 PM	✔	X	X	X

Submit For Review

Leadership Role

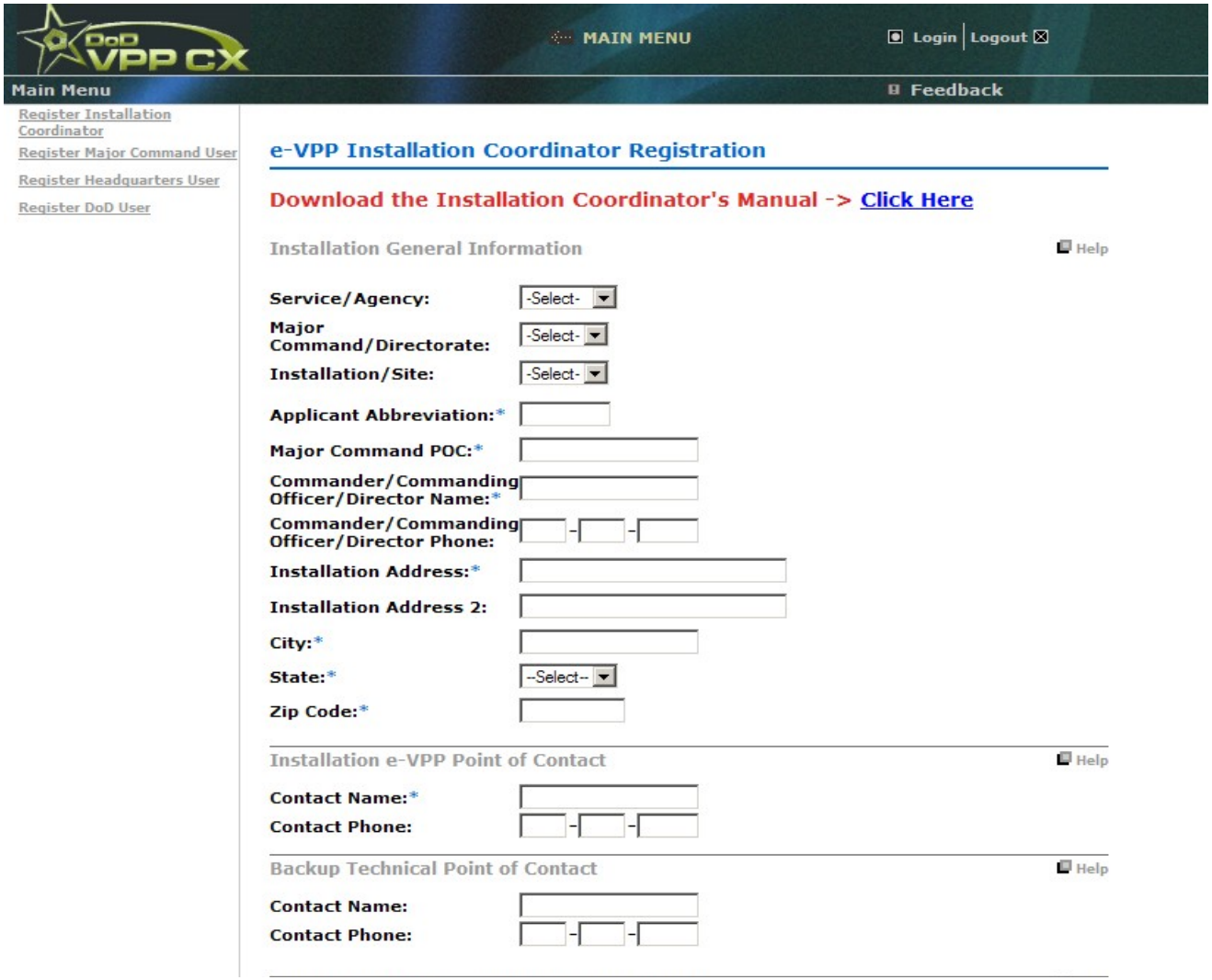
Leadership Role

- Appoint the Installation VPP Coordinator
- Support the Coordinator in acquiring names of staff owners for the sub-elements of VPP
- Monitor application and acknowledge successes
- Mediate priorities and resource conflicts
- Develop the culture for VPP by holding staff accountable for their requirements in the Safety and Health Management System.

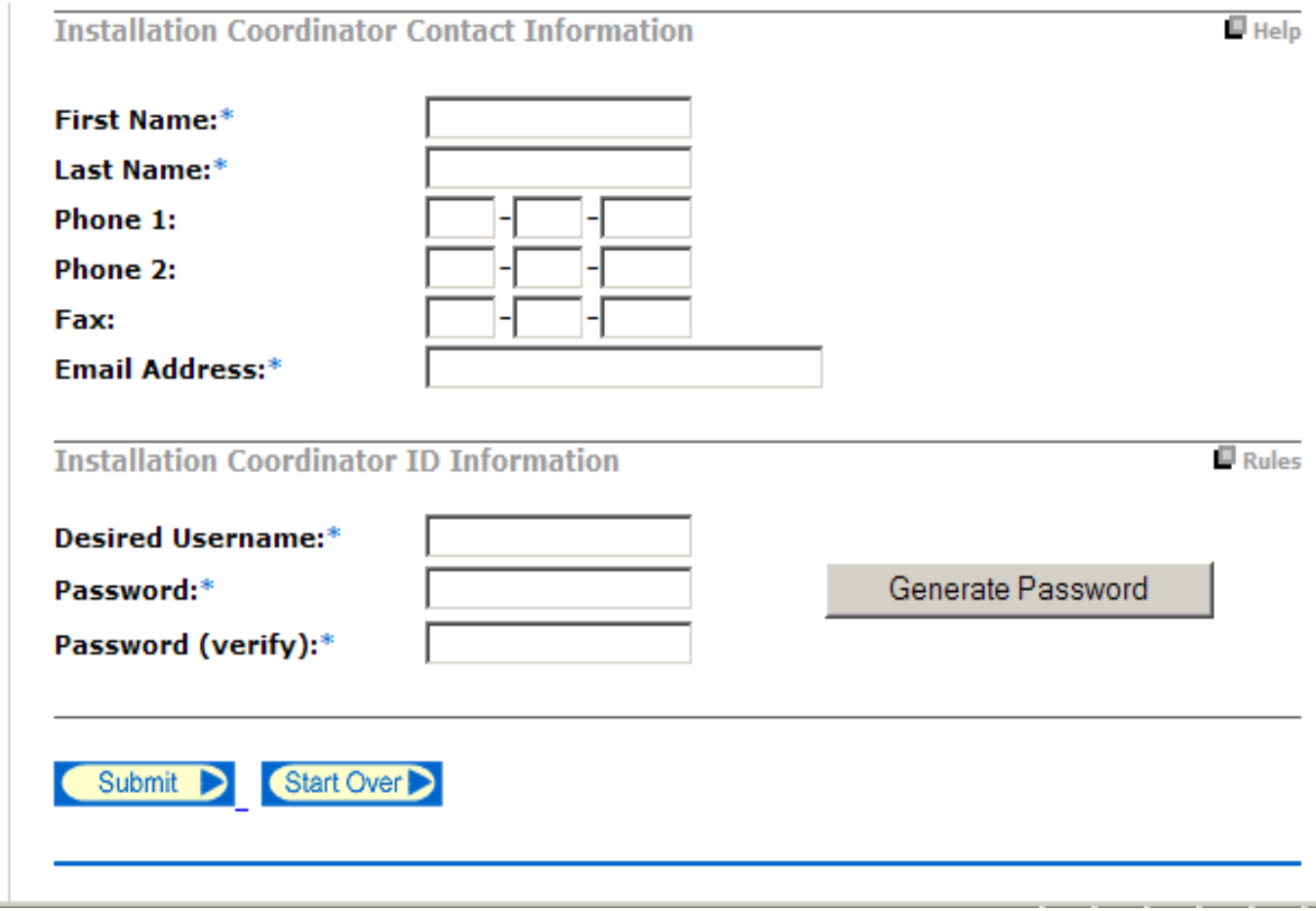
Live Demo

Questions?

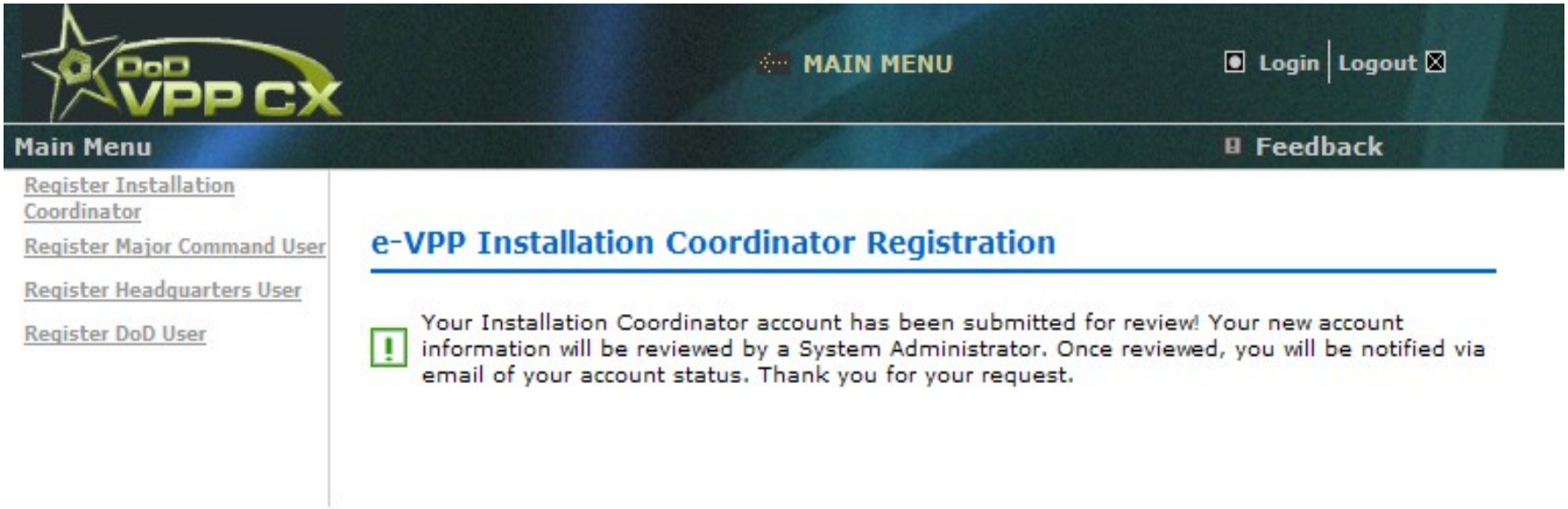
Creating a New Installation Account



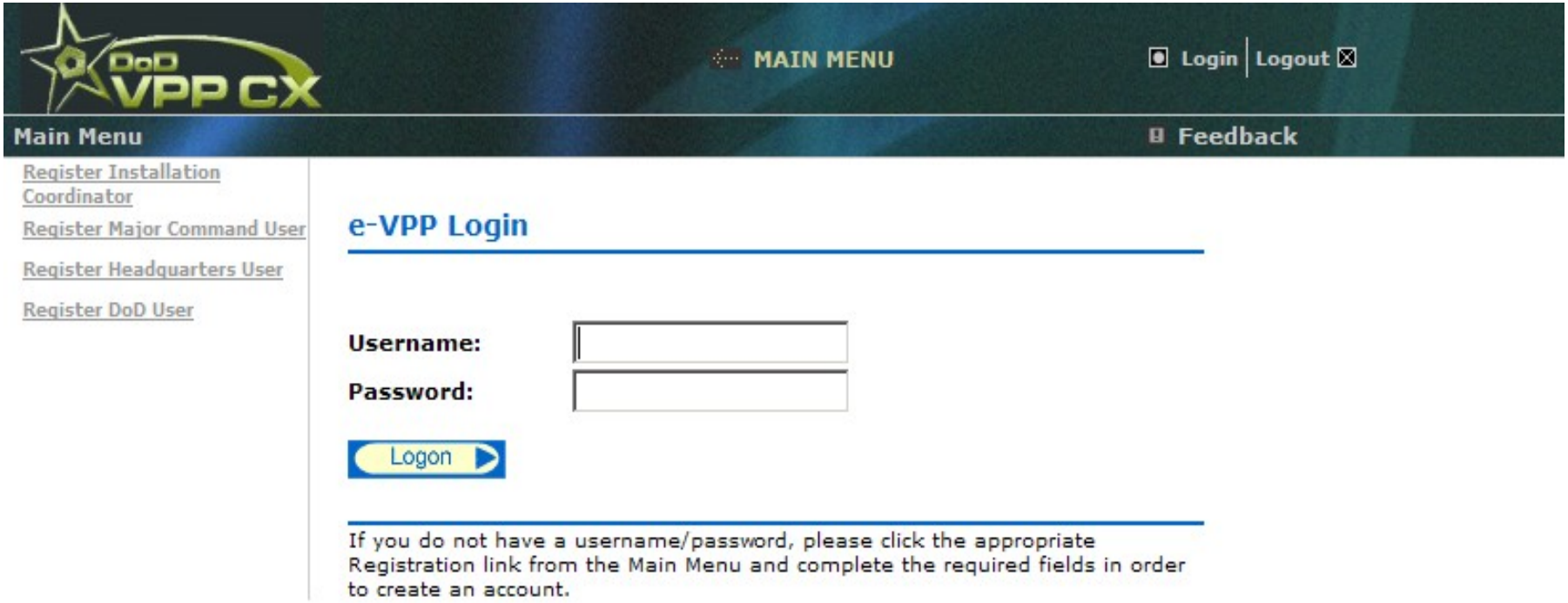
Creating a New Installation Account



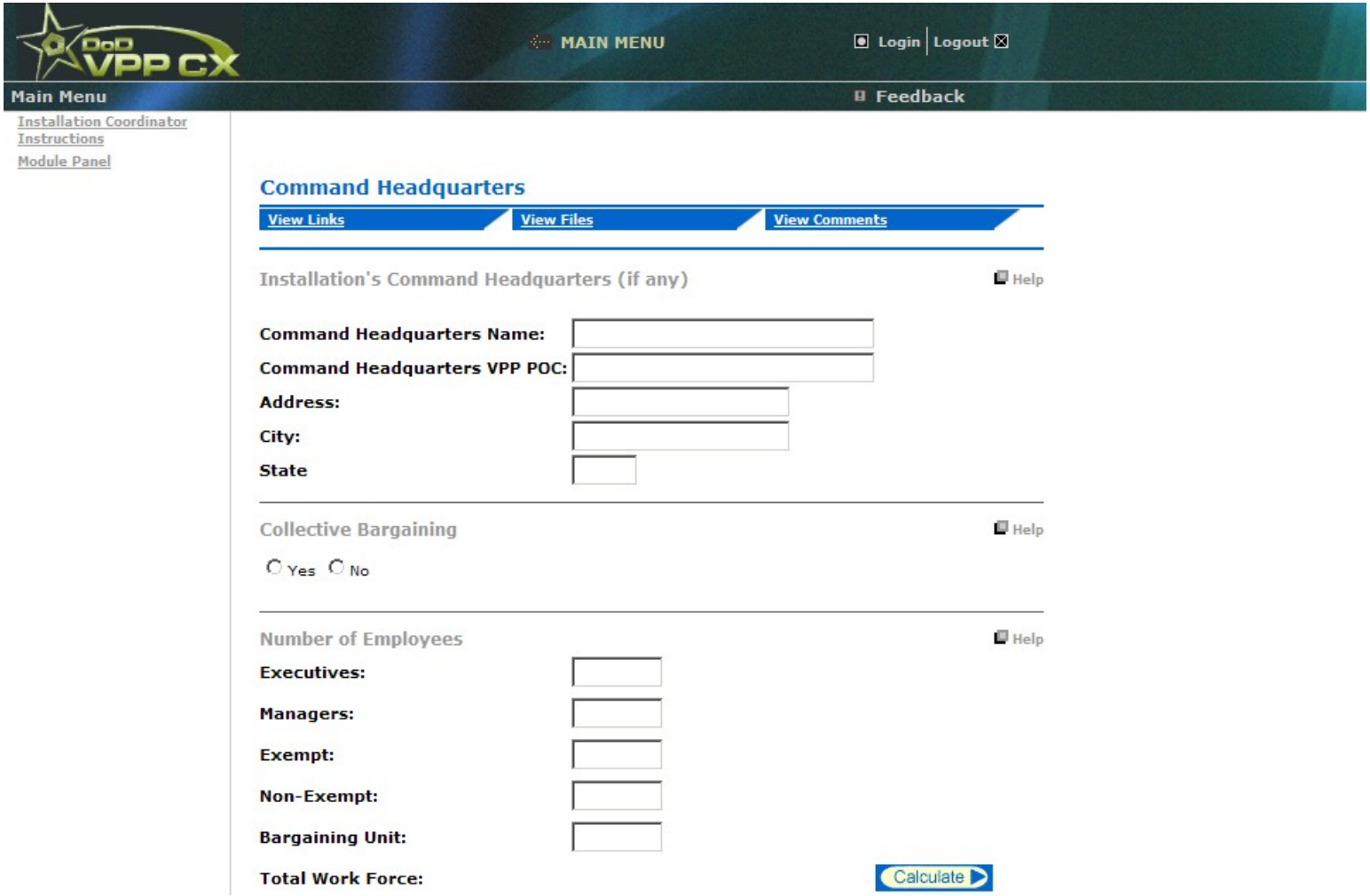
Site Registration Confirmation Page


DoD VPP CX
MAIN MENU
Login
Logout
Main Menu
Feedback
Register Installation Coordinator
Register Major Command User
Register Headquarters User
Register DoD User
e-VPP Installation Coordinator Registration
Your Installation Coordinator account has been submitted for review! Your new account information will be reviewed by a System Administrator. Once reviewed, you will be notified via email of your account status. Thank you for your request.

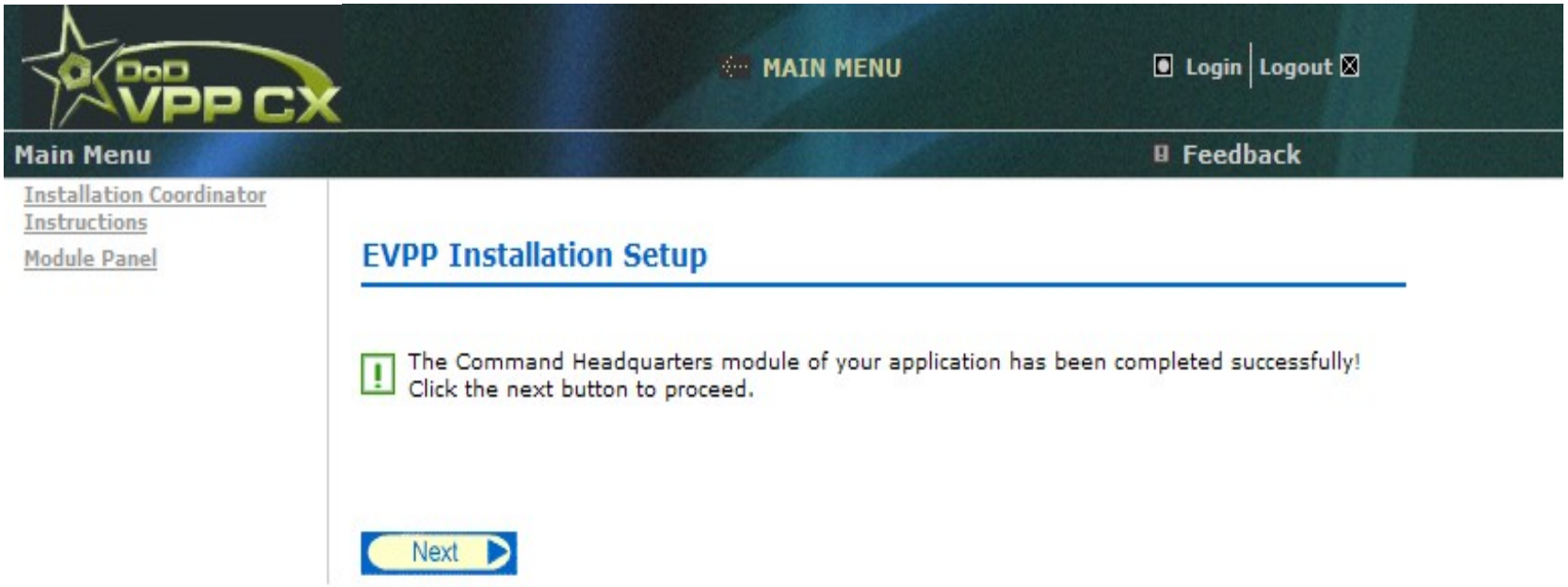
User Authentication



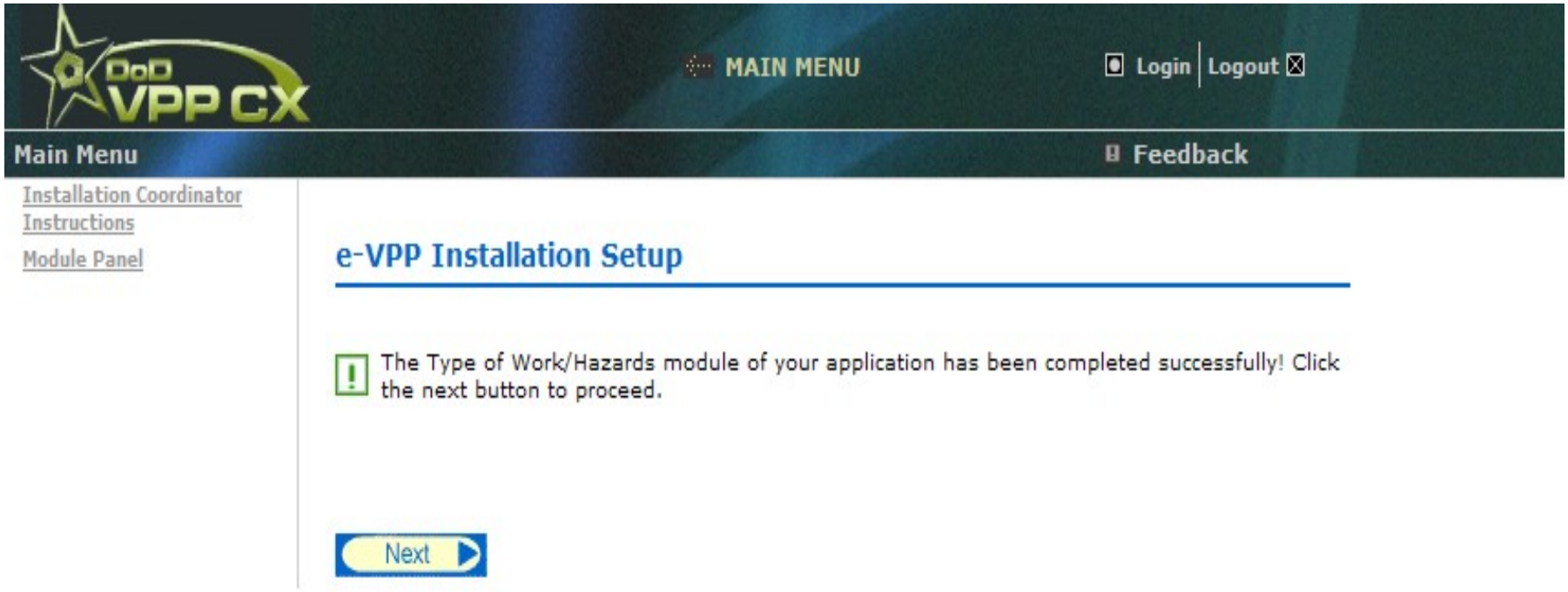
Installation Information Modules



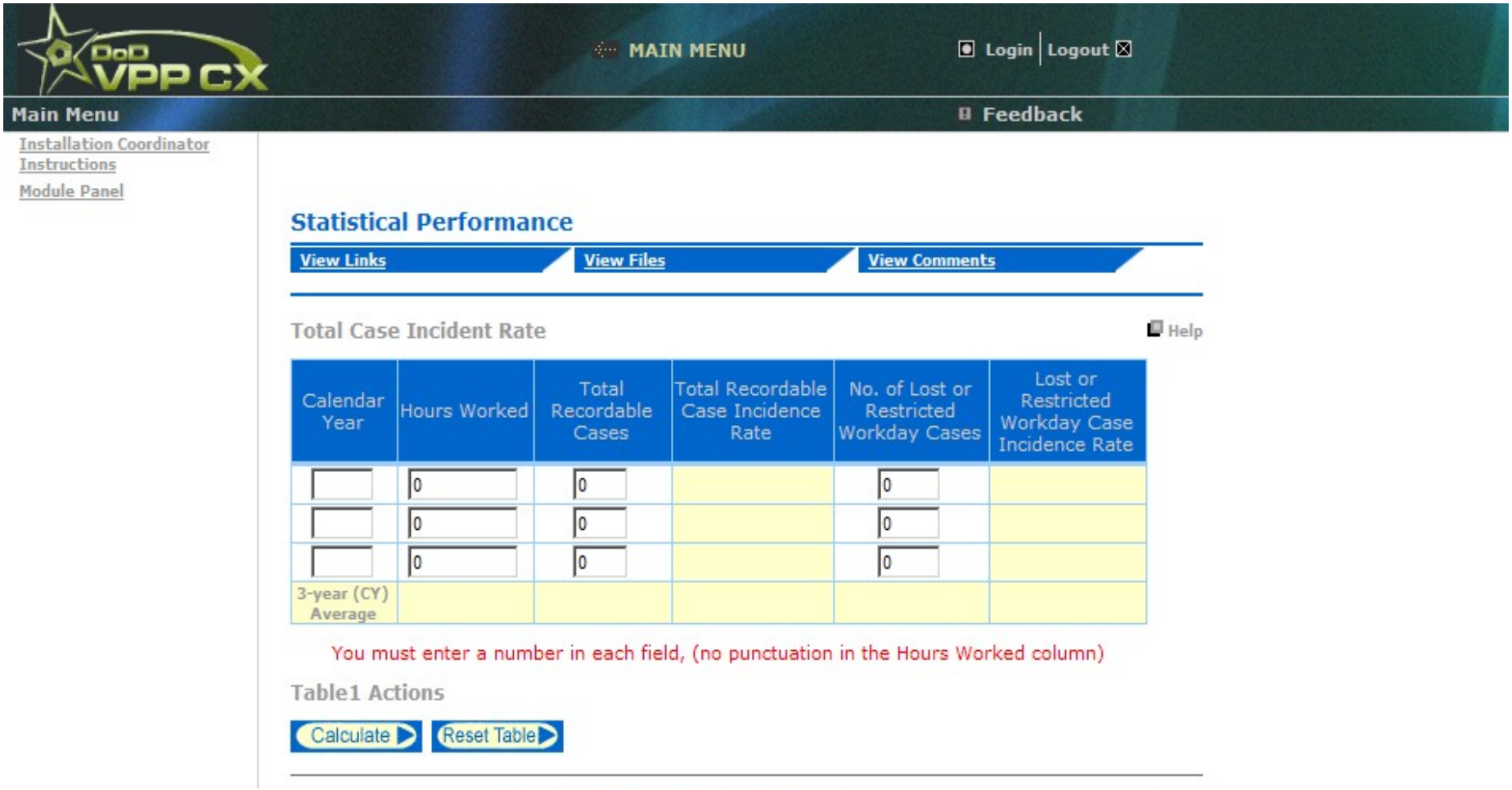
Module Completion Screen



Type of Work/Hazards



Statistical Performance Module



Statistical Performance Module

Days Away Restricted and Transfer Rate (Contractor) Help

Calendar Year	Hours Worked	Total Recordable Cases	Total Recordable Case Incidence Rate	No. of Lost or Restricted Workday Cases	Lost or Restricted Workday Case Incidence Rate
	0	0		0	
	0	0		0	
	0	0		0	
3-year (CY) Average					

You must enter a number in each field, (no punctuation in the Hours Worked column)

Table2 Actions

Calculate ▶ Reset Table ▶

Days Away Restricted and Transfer Rate (3 Year Combined Average) Help

Total Recordable Case Incidence Rate:	
Lost or Restricted Workday Case Incidence Rate:	

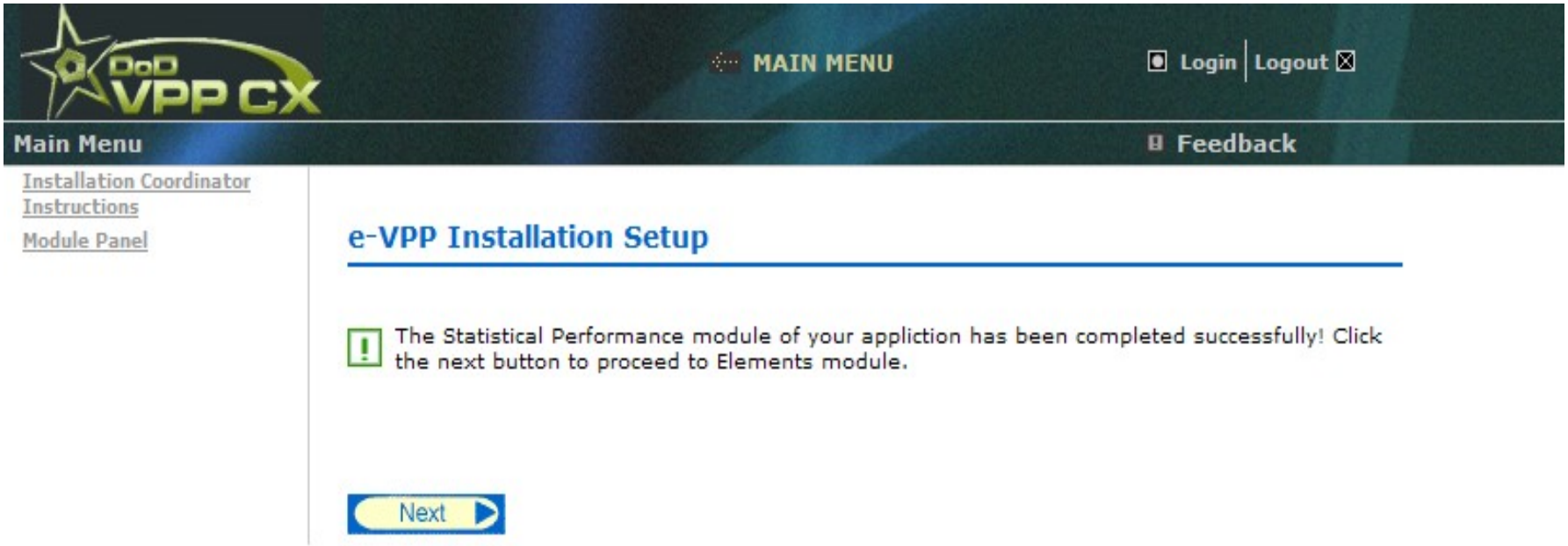
Installation Plans Help

Attach Related Files and Links

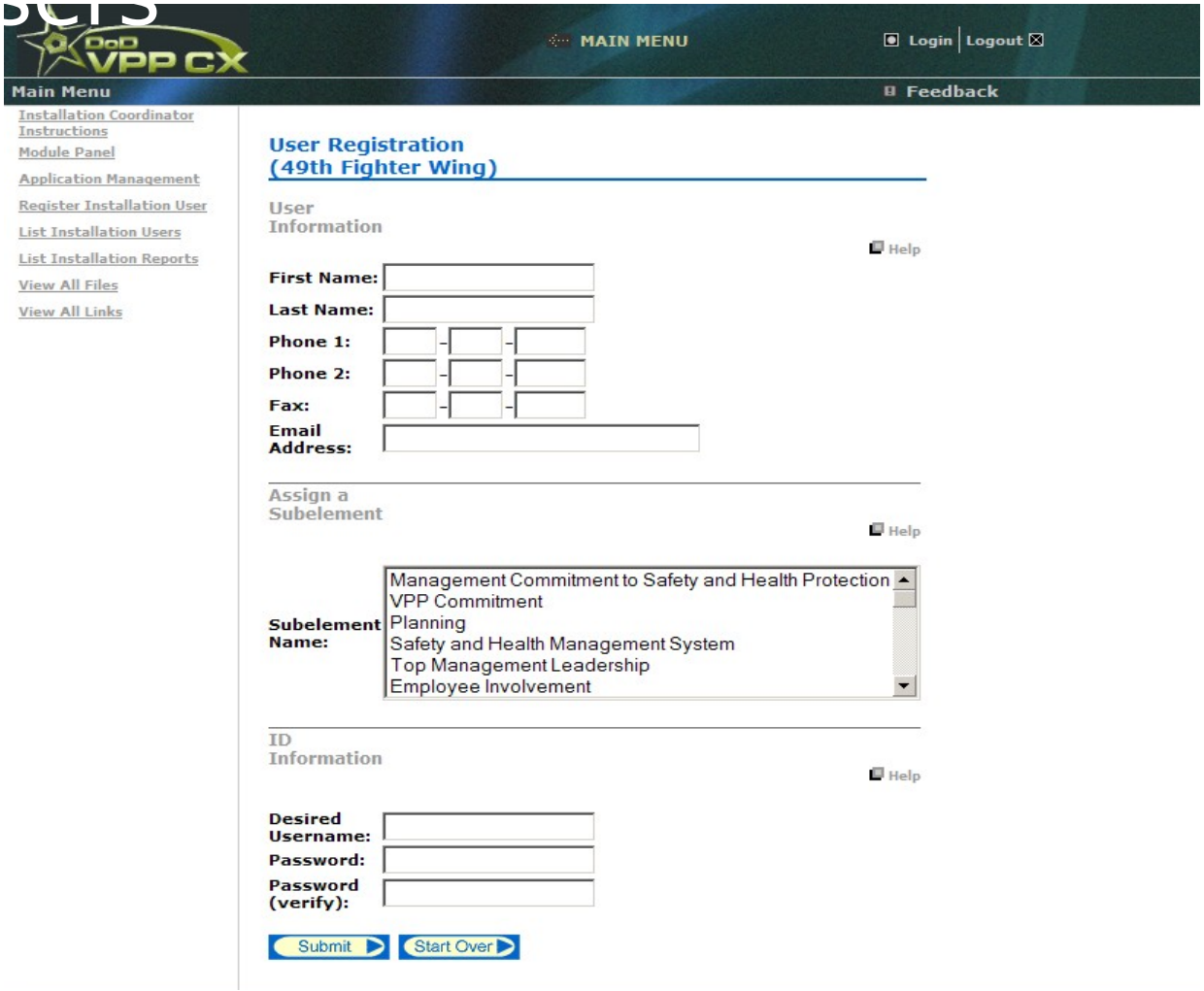
Upload Related Files
Create Related Links

Next ▶ Start Over ▶

Statistical Performance Module Confirmation Screen

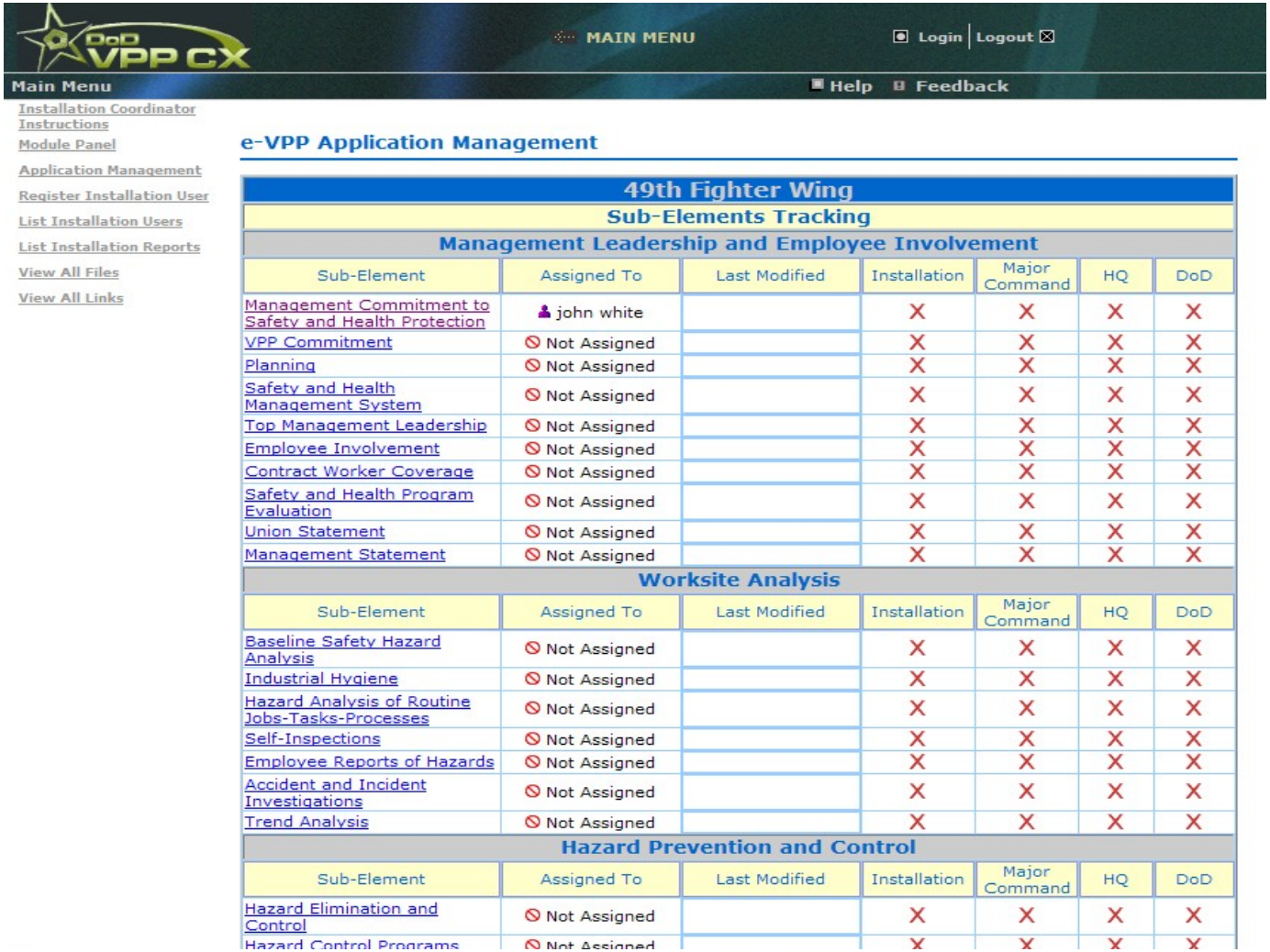


Registering and Listing Installation Users

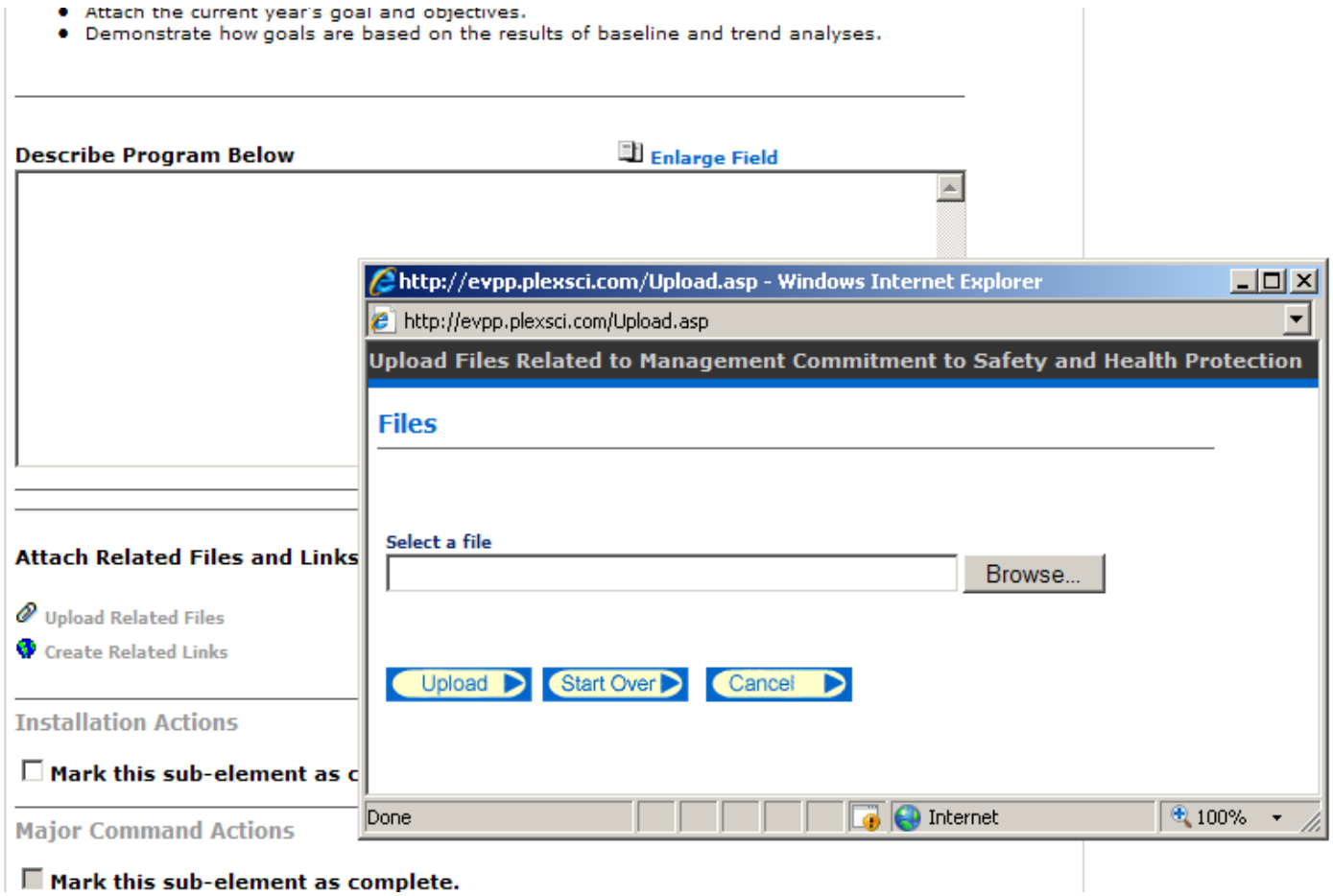


List Installation Users

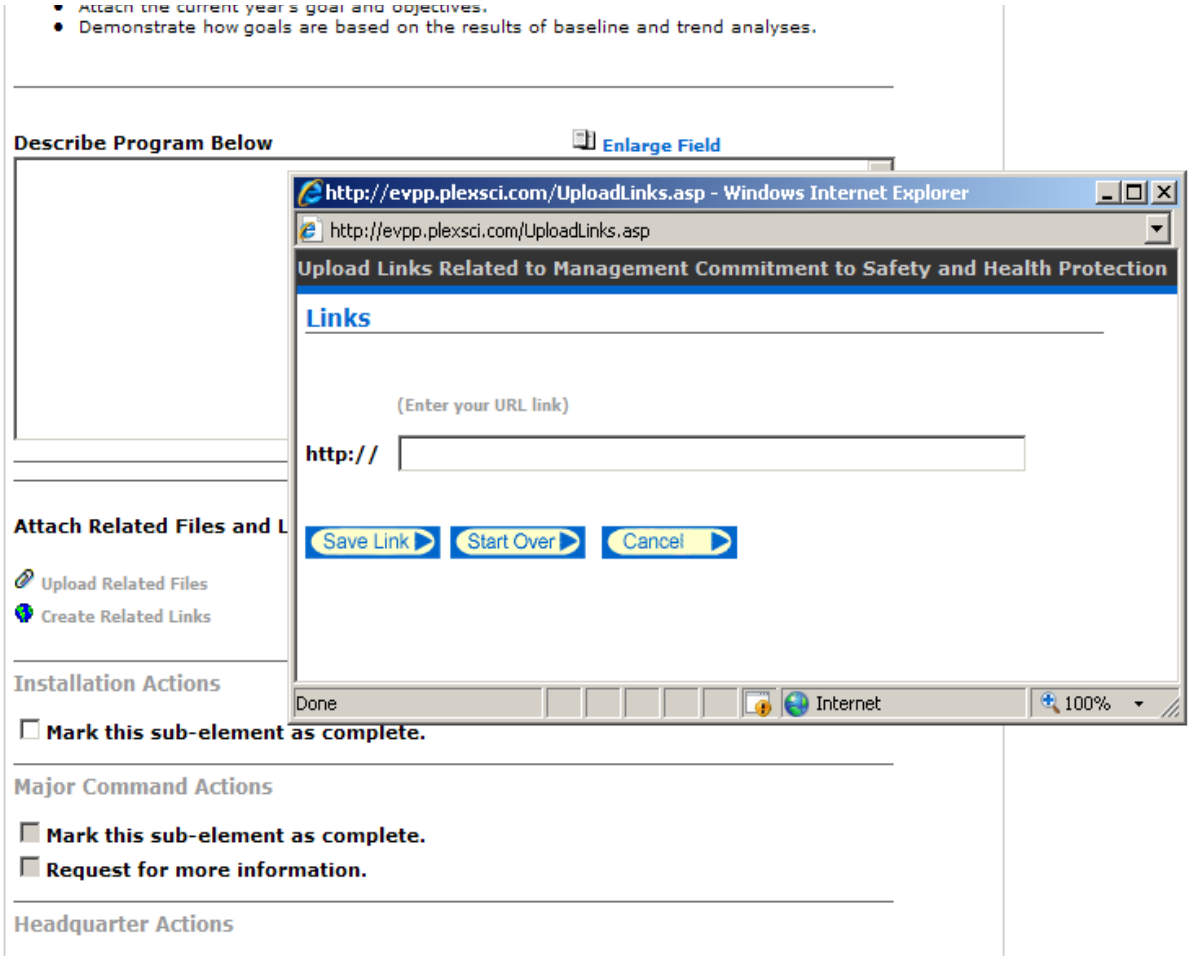
Application Management Screen


DoD VPP CX
MAIN MENU
Login | Logout
Main Menu
Help
Feedback
Installation Coordinator Instructions
Module Panel
Application Management
Register Installation User
List Installation Users
List Installation Reports
View All Files
View All Links
e-VPP Application Management
49th Fighter Wing
Sub-Elements Tracking
Management Leadership and Employee Involvement
Sub-Element | Assigned To | Last Modified | Installation | Major Command | HQ | DoD
Management Commitment to Safety and Health Protection | john white | X X X X
VPP Commitment | Not Assigned | X X X X
Planning | Not Assigned | X X X X
Safety and Health Management System | Not Assigned | X X X X
Top Management Leadership | Not Assigned | X X X X
Employee Involvement | Not Assigned | X X X X
Contract Worker Coverage | Not Assigned | X X X X
Safety and Health Program Evaluation | Not Assigned | X X X X
Union Statement | Not Assigned | X X X X
Management Statement | Not Assigned | X X X X
Worksite Analysis
Sub-Element | Assigned To | Last Modified | Installation | Major Command | HQ | DoD
Baseline Safety Hazard Analysis | Not Assigned | X X X X
Industrial Hygiene | Not Assigned | X X X X
Hazard Analysis of Routine Jobs-Tasks-Processes | Not Assigned | X X X X
Self-Inspections | Not Assigned | X X X X
Employee Reports of Hazards | Not Assigned | X X X X
Accident and Incident Investigations | Not Assigned | X X X X
Trend Analysis | Not Assigned | X X X X
Hazard Prevention and Control
Sub-Element | Assigned To | Last Modified | Installation | Major Command | HQ | DoD
Hazard Elimination and Control | Not Assigned | X X X X
Hazard Control Programs | Not Assigned | X X X X

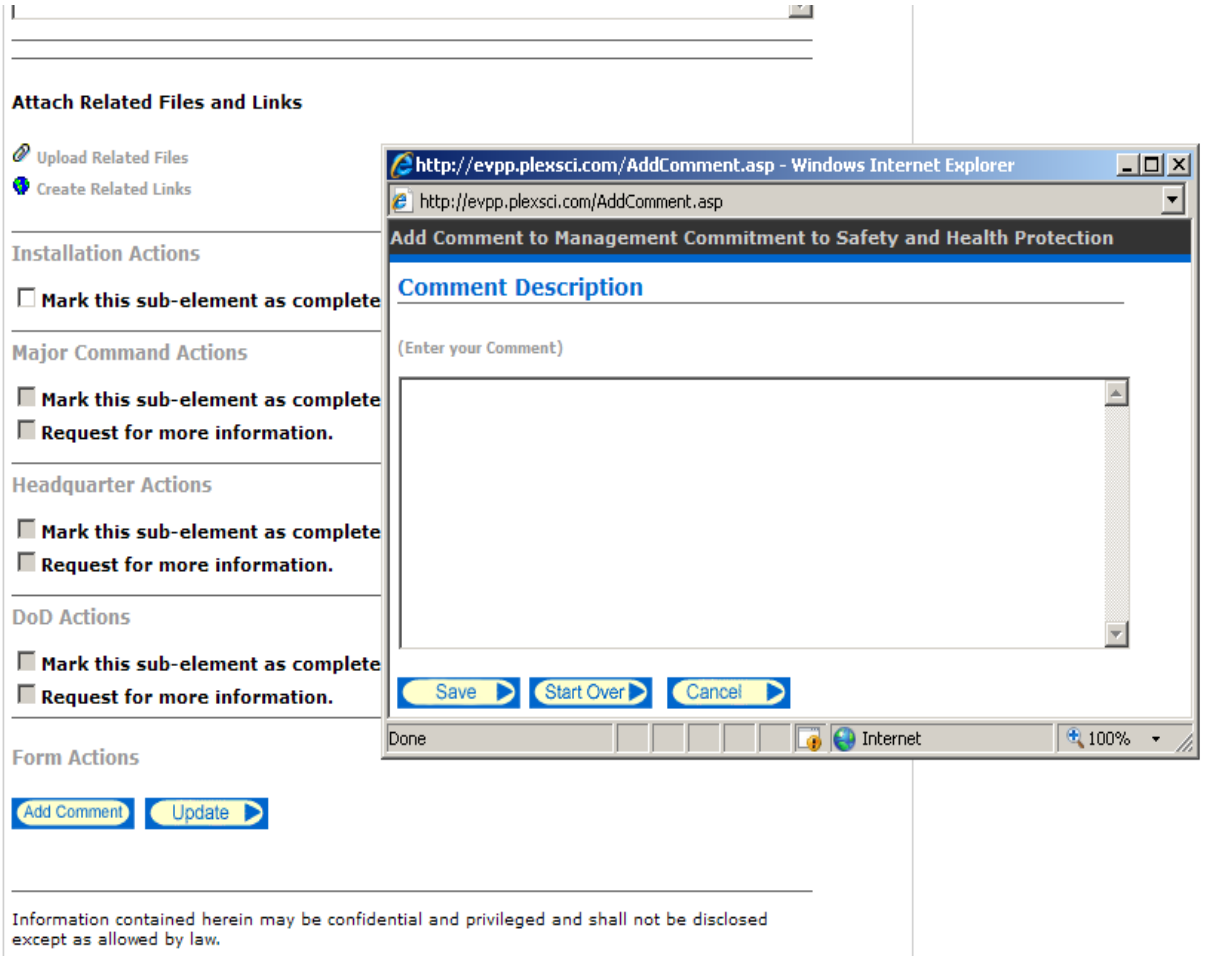
Upload Files Box Screen



Upload Links Box



Add Comment


Attach Related Files and Links
Upload Related Files
Create Related Links
Installation Actions
Mark this sub-element as complete
Major Command Actions
Mark this sub-element as complete
Request for more information.
Headquarter Actions
Mark this sub-element as complete
Request for more information.
DoD Actions
Mark this sub-element as complete
Request for more information.
Form Actions
Add Comment
Update
Information contained herein may be confidential and privileged and shall not be disclosed except as allowed by law.
http://evpp.plexsci.com/AddComment.asp - Windows Internet Explorer
http://evpp.plexsci.com/AddComment.asp
Add Comment to Management Commitment to Safety and Health Protection
Comment Description
(Enter your Comment)
Save
Start Over
Cancel
Done
Internet
100%

Sub-element Screen Cont'd

Attach Related Files and Links

Upload Related Files

Create Related Links

Installation User Actions

☐ **Mark this sub-element as complete.**

Installation Coordinator Actions

☐ **Mark this sub-element as complete.**

Major Command Actions

☐ **Mark this sub-element as complete.**

☐ **Request for more information.**

Headquarter Actions

☐ **Mark this sub-element as complete.**

☐ **Request for more information.**

DoD Actions

☐ **Mark this sub-element as complete.**

☐ **Request for more information.**

Form Actions

Add Comment | Update

Information contained herein may be confidential and privileged and shall not be disclosed except as allowed by law.